



Arnold Schwarzenegger, Governor
Sunne Wright McPeak, Secretary, Business, Transportation & Housing Agency
Jeff Davi, Real Estate Commissioner

DEPARTMENT OF REAL ESTATE
Equal Opportunity Employer
Job Opportunity

GRADUATE STUDENT ASSISTANT
Sacramento - Temporary

The Department of Real Estate is recruiting to fill a temporary position for a Graduate Student Assistant for its Sacramento Legal Office. The incumbent will review and draft simple pleadings, do research and hearing preparation. Anticipate incumbent will work approximately 20 hours per week or less during the school year. This position is located at 2201 Broadway in Sacramento.

Duties of the position include:

- Review and analyze evidence contained in RAP files.
- Draft pleadings in support of the matter that is the subject of an Administrative proceeding.
- Assist in hearing preparation including preparation of evidence and witness lists.
- Assist in legal research.

Necessary Qualifications:

- Ability to do legal research.
- Ability to communicate effectively, both orally and in writing.
- Excellent interpersonal skills.
- Ability to function independently or as part of a team.
- Ability to follow specific oral and written instructions and procedures.
- Ability to follow principles of effective time management.

Desirable Qualifications:

- Dependable and reliable and have good attendance.
- Be computer literate.

<i>Salary:</i>	A	\$1681 - \$1814
	B	\$1814 - \$1958
	C	\$1882 - \$2049
	D	\$1958 - \$2134

Who should apply: Students who are registered and currently enrolled as a graduate student in a college or university of recognized standing. If selected, must produce evidence of eligibility and current enrollment.

Submit Applications to:

Michele Walton, Personnel Services
Department of Real Estate
2201 Broadway, P.O. Box 187000
Sacramento, CA 95818-7000
(916) 227-0802 or CALNET 498-0802

For information on the position contact:

Jim Beaver – Assistant Chief Counsel
Department of Real Estate
(916) 576-0788 or CalNet 498-0788

California Relay Service: 1-800-735-2922 (Voice); 1-800-735-2929 (TDD)

FINAL FILING DATE: OPEN UNTIL FILLED

Applications may be obtained from the SPB website at www.spb.ca.gov.

Applicants will be screened based on the Necessary/Desirable Qualifications shown above and only those most qualified will be contacted for an interview.